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| **BS ISO 45001:2018** | **Occupational Health And Safety Management Systems** | |
| **Gap Analysis Report** | | |
| Report Issue Date: | |  |
| Issue Status: | | DRAFT |
| Author(s): | |  |

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| **CLAUSE 4 - CONTEXT OF THE ORGANIZATION** | |
| **4.1 Understanding The Organisation And Its Context** | * **Determine external and internal issues that are relevant to the OH&S purpose of the organization.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 4 - CONTEXT OF THE ORGANIZATION** | |
| **4.2 Understanding The Needs And Expectations Of Workers And Other Interested Parties** | * **Determine interested parties, in addition to workers, that are relevant to the OH&S management system.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 4 - CONTEXT OF THE ORGANIZATION** | |
| **4.3 Determining The Scope Of The OH&S Management System** | * **The organization shall determine the applicability of its OH&S management in order to determine its scope..** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 4 - CONTEXT OF THE ORGANIZATION** | |
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| **4.4 OH&S Management System** | * **The organization shall establish, implement, maintain and continually improve an OH&S management system.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 5 - LEADERSHIP** | |
| **5.1 Leadership And Commitment** | * **Top management shall demonstrate leadership and commitment with respect to the OH&S management system.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 5 - LEADERSHIP** | |
| **5.2 OH&S Policy** | * **Top management shall establish, implement and maintain an OH&S policy.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 5 - LEADERSHIP** | |
| **5.3 Organizational Roles, Responsibilities, Accountabilities And Authorities** | * **Ensure that the responsibilities, accountabilities for relevant roles within the OH&S management system are assigned.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 5 - LEADERSHIP** | |
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| **5.4 Participation And Consultation** | * **The organization shall, establish, implement and maintain process(es) for participation (including consultation) in the development, planning, implementation, evaluation and actions for improvement of the OH&S management system.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 6 - PLANNING** | |
| **6.1 - Actions To Address Risks And Opportunities** | * **Refer to the issues identified in Clause 4.** * **The organization shall establish, implement and maintain a process for the on‐going identification of hazards.** * **The organization shall establish, implement and maintain a processes to assess OH&S risks from the identified hazards taking into account applicable legal requirements and other requirements.** * **The organization shall establish, implement and maintain processes to identify opportunities to enhance OH&S performance and opportunities for improving the OH&S management system.** * **The organization shall establish, implement and maintain a process to determine and have access to up‐to‐date legal requirements and other requirements.** * **The organization shall plan actions to address these risks and opportunities, to address applicable legal requirements and other requirements.** * **The organization shall plan how to integrate and implement the actions into its OH&S management system processes or other business processes and to evaluate the effectiveness of these actions.** * **The organization shall take into account the hierarchy of controls** * **When planning its actions the organization shall consider best practices, technological options, financial, operational and business requirements and constraints.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 6 - PLANNING** | |
| **6.2 OH&S objectives and planning to achieve them** | * **The organization shall establish OH&S objectives at relevant functions and levels.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 7 - SUPPORT** | |
| **7.1 Resources** | * **The organization shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S management system.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 7 - SUPPORT** | |
| **7.2 Competence** | * **The organization shall determine the necessary competence of workers that affects or can affect its OH&S performance.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 7 - SUPPORT** | |
| **7.3 Awareness** | * **Workers shall be made aware of the OH&S policy.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 7 - SUPPORT** | |
| **7.4** **Communication** | * **The organization shall determine the need for internal and external information and communications.** * **The organization shall define the objectives to be achieved by informing and communicating, and shall evaluate whether those objectives have been met.** * **The organization shall take into account diversity aspects.** * **The organization shall ensure that the views of relevant external interested parties are considered.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 7 - SUPPORT** | |
| **7.5 Documented Information** | * **The organization’s OH&S management system shall include documented information.** * **When creating and updating documented information the organization shall ensure appropriate, identification and description, format and media.** * **Documented information required by the OH&S management shall be controlled to ensure, it is available and suitable for use.** * **Documented information of external origin determined by the organization to be necessary for the planning and operation of the OH&S management system shall be identified as appropriate, and controlled.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.1 Operational Planning And Control** | * **The organization shall plan, implement and control the processes needed to meet requirements of the OH&S management system.** * **The organization shall establish a process and determine controls for achieving reduction in OH&S risks using the hierarchy of control.** |
| **Current Position** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.2 Management Of Change** | * **The organization shall establish a process for the implementation and control of planned changes that impact OH&S performance.** * **The organization shall control temporary and permanent changes.** * **The organization shall and review the consequences of unintended changes.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.3 Outsourcing** | * **The organization shall ensure that outsourced processes affecting its OH&S management system are controlled.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.4 Procurement** | * **The organization shall establish controls to ensure that the procurement of goods and services conform to its OH&S management system requirements.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.5 Contractors** | * **The organization shall establish processes to identify and communicate the hazards and to evaluate and control the OH&S risks, arising from the, interaction of contractors’ activities.** * **The organization shall establish and maintain processes to ensure that the requirements of the organization's OH&S management system are met by contractors and their workers.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 8 - OPERATION** | |
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| **8.6 Emergency Preparedness And Response** | * **The organization shall identify potential emergency situations; assess OH&S risks associated with these emergency situations and maintain a process to prevent or minimize OH&S risks from potential emergencies.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 9 - PERFORMANCE EVALUATION** | |
| **9.1 Monitoring, Measurement, Analysis And Evaluation** | * **The organization shall establish, implement and maintain a process for monitoring, measurement and evaluation.** * **The organization shall evaluate the OH&S performance, and determine the effectiveness of the OH&S management system.** * **The organization shall plan, establish, implement and maintain a process for evaluating compliance with applicable legal requirements and other requirements.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 9 - PERFORMANCE EVALUATION** | |
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| **9.2 Internal Audit** | * **The organization shall conduct internal audits at planned intervals to provide information on whether the OH&S management system conforms to the organization’s own requirements.** * **The organization shall plan, establish, implement and maintain an audit programme(s).** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 9 - PERFORMANCE EVALUATION** | |
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| **9.3 Management Review** | * **Top management shall review the organization’s OH&S management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness.** * **The organization shall communicate the relevant outputs of the management review to its relevant workers, and where they exist, workers’ representatives.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 10 - IMPROVEMENT** | |
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| **10.1 Incident, Nonconformity And Corrective Action** | * **The organization shall plan, establish, implement and maintain a process to manage incidents and nonconformities.** * **The organization shall communicate documented information to relevant workers, and where they exist, workers’ representatives, and relevant interested parties.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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| **CLAUSE 10 - IMPROVEMENT** | |
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| **10.2 Continual Improvement**  **10.2.1 - Continual Improvement Objectives** | * **The organization shall continually improve the suitability, adequacy and effectiveness of the OH&S management system.** * **The organization shall ensure the participation of workers, as appropriate, in the implementation of its continual improvement objectives.** * **The organization shall communicate the results of continual improvement to its relevant workers, and where they exist, workers’ representatives.** |
| **Current Position** | |
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| **Effort Required To Address The Gaps** | |
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